

Documentation to be signed and kept by you

- SMSF Particulars
- Fee Schedule
- SMSF Timeline
- Trustee Minutes
- Trustee Declaration
- Product Disclosure Statement Information
- Certificate of Compliance
- Investment Strategy
- ATO Trustee Declaration

SELF MANAGED SUPERANNUATION FUND (SMSF) PARTICULARS

Documentation to establish your own SMSF is enclosed and includes the following:

Trust Deed

The Trust Deed evidences the existence of your SMSF and establishes the rules of operation for the Fund.

Appointment of Trustees

The Trustees of your SMSF are detailed in Schedule 2 of the Trust Deed enclosed. The Trustees are responsible for making all decisions relevant to the operation of your SMSF ensuring that it complies with all legal obligations.

Product Disclosure Statement to Initial Members

The members of your SMSF are detailed in Schedule 2 of the Trust Deed enclosed. A Product Disclosure Statement is enclosed addressed to all members of the Fund outlining the important aspects of membership, including the ability to make contributions and accessing benefits from the Fund.

Investment Strategy

Your SMSF must have an investment strategy detailing the investment objectives of the fund and the investment methodology the Fund will implement to achieve these objectives. We have enclosed an example of an investment strategy. You may adopt the Example Investment Strategy for your Fund or modify it if you deem necessary.

Election to become a regulated superfund

An election to have your SMSF regulated by the Australian Taxation Office will be lodged electronically once you return the enclosed documentation. The election is necessary in order for your SMSF to qualify for concessional taxation treatment. The election includes an application for a Tax File Number and Australian Business Number.

SMSF Bank Account

Your SMSF is required to have its own bank account to receive the rollovers from your existing Superfund and to meet expenses such as taxes and fees. The Bank Account must be kept entirely separate from the personal bank accounts of Members. The Bank Account used for your SMSF is a CBA Accelerator Cash Account, one of Australia's most reputable Banks. Documentation to establish your Fund's CBA Accelerator Cash Account is enclosed for signing.

SMSF Share Trading Account

Your SMSF is required to have its own Share Trading Account in order to buy and sell equities. You have selected CommSec as your preferred Trading Platform. ESUPERFUND provides clients with the ability to trade shares for their SMSF using the CommSec Trading Platform. Documentation to establish a Share Trading Account for your SMSF using CommSec is enclosed for signing.

Rolling over your existing super

A step by step guide on how to rollover your existing superannuation benefits to your SMSF will be provided to you by ESUPERFUND in the welcome package on the establishment of your SMSF.

Investing your SMSF Monies

All investment decisions must be made in accordance with the documented investment strategy of the Fund. Broadly speaking your SMSF can invest in areas such as cash, shares, managed funds and residential property. The responsibility to invest your superannuation once it has been rolled over into your SMSF bank account is yours.

Fees and charges

You have agreed for ESUPERFUND to attend to the annual administrative requirements for your SMSF for only \$699 per annum (GST inclusive) payable annually each year. To enable the annual payment to be processed you will need to sign the enclosed Authority. The annual payment will be made from your CBA Accelerator Cash Account.

Our Best Deal Ever! Save \$2,097

We confirm that your Fund's 2015 & 2016 ESUPERFUND Annual Fees are FREE. Accordingly the processing of the Fund's first annual payment will be on the 02 January 2017 and will relate to ESUPERFUND attending to your Fund's 2017 Annual Compliance Requirements. Please refer to the Fee Schedule enclosed to the timing of your ESUPERFUND Annual fees.

Our Compliance Obligations

ESUPERFUND use only qualified accounting staff ensuring that your compliance obligations are professionally and accurately handle.

Identification Requirements to establish your SMSF

We advise that all clients who wish to establish a SMSF are required to provide a certified copy of identification. An original certified copy of a **current Drivers Licence** or an **Australian Passport** certified by a "Prescribed Person" will be sufficient forms of identification.

A list of who is a "Prescribed Person" and other forms of Identification that can be provided with the Application form can be found in the section of the enclosed application form titled "Accelerator Cash Account Certified Copies of ID Form".

Please ensure that the following details on the application forms match the information on your ID provided.

Full Name
Date of Birth
Signature
Address (if applicable)

Disclosures

Important disclosure information about ESUPERFUND and the operation of your SMSF are provided at the bottom of our website at www.esuperfund.com.au. These disclosures include the following:

- ESUPERFUND Financial Services Guide (FSG) and Privacy Policy
- ESUPERFUND Terms and Conditions
- CBA Accelerator Product Disclosure Statement (PDS)
- CommSec FSG, Terms and Conditions and CHES Sponsorship

Please ensure that you have read these documents.

Fee Schedule:

Timing of the ESUPERFUND Annual Fee for your SMSF:

Financial Year	Annual Fee Payable
2015 Financial Year	FREE
2016 Financial Year	FREE
2017 Financial Year	02 January 2017
2018 Financial Year	02 January 2018
and so on....	02 January

Timeline – Establishment Process for your SMSF

Please find below a step by step guide of the establishment process for your SMSF.

Items to be established	Timeline (as a guide only)	Process
CBA Accelerator Cash Account	1 – 2 weeks From returning the signed SMSF documentation to our office.	CBA will forward to you directly your SMSF CBA Accelerator Cash Account details including login and passwords.
CommSec Share Trading Account	2 – 3 weeks From returning the signed SMSF documentation to our office.	CommSec will forward to you the Account Number and CHESS holding number (HIN) for your SMSF Share Trading Account 2 – 3 weeks from returning the signed SMSF documentation to our office.
Trustee(s) Role and Responsibilities ATO Documentation	3 – 4 weeks From returning the signed SMSF documentation to our office.	The Australian Taxation Office (ATO) will forward to the Trustees the "Roles and Responsibilities as a Trustee" of a SMSF.
Welcome Package	4 - 6 weeks From returning the signed SMSF documentation to our office.	ESUPERFUND will forward to you a welcome package on completion of the SMSF establishment process. The documentation will include the following: <ol style="list-style-type: none">1. The ABN and TFN registration Notices for your SMSF.2. Documentation on how to Rollover your existing Superannuation Fund.3. An Employee Standard Choice Form is included in the Welcome package to enable your SMSF to receive employer Super Contributions.

Docherty Superfund

Minutes of the Initial Meeting of the Trustees of the Docherty Superfund

Venue	47 Sandalwood Crescent FLAGSTAFF HILL SA 5159
Date	06 April 2015
Present	Ian Currie Docherty Eleanor Docherty
Chair	Ian Currie Docherty

Establishment of the Docherty Superfund

- 1 **Agreed** that it is the desire of the persons present to establish and maintain a fund of which the sole or primary purpose is to provide old age pensions to members of the fund on their retirement.
- 2 **Noted** that the persons present have agreed to act as first trustees of the fund in accordance with the proposed trust deed establishing the fund.
- 3 **Resolved unanimously** that:
 - the fund that is to be known and identified by the name the Docherty Superfund be established as a superannuation fund;
 - the trust deed be executed by the trustees;
 - the fund be established as from the day the deed is executed;
 - the fund be a regulated superannuation fund under the *Superannuation Industry (Supervision) Act 1993*;
 - an 'Application to Register for The New Tax System Superannuation Entities' in respect of an Australian Business Number and an election to be a regulated superannuation fund be lodged with the Australian Taxation Office.

Membership

- 4 **Noted** that the initial members of the Fund are:
 - Ian Currie Docherty
 - Eleanor Docherty
- 5 **Resolved unanimously** that:
 - the initial members are approved;
 - the members be advised;
 - that information be given to the members that the trustees reasonably believe the members would reasonably need for the purpose of understanding the main features of the fund; the management and financial condition of the fund; and the investment performance of the fund.

Appointment of fund accountant

- 6 **Resolved unanimously** that:
 - ESUPERFUND be appointed fund accountant and be the contact address for the fund.

Fund bank account

7 **Resolved unanimously that:**

- a bank account named the Docherty Superfund be established and that the account and all dealings with the bank be operated by one or more of the trustees who will be the signatories to the account.

Documents

8 **Resolved unanimously that:**

- any of the trustees may sign receipts, acceptances, applications, contracts and other documents on the fund's behalf.

Contributions

9 **Resolved unanimously that:**

- contributions be received in respect of the members.

Fund auditor

10 **Resolved unanimously that:**

- ESUPERFUND or a representative nominated by ESUPERFUND be appointed auditor of the fund.

Investment Strategy

11 **Resolved unanimously that:**

- the Trustees take steps to formulate and implement an Investment Strategy for the Fund in accordance with the requirements of the Superannuation Industry (Supervision) Act 1993 and Regulations.

Election to be a Regulated Superannuation Fund

12 **Resolved unanimously that:**

- the Trustees make an irrevocable election in the approved format to the ATO that the superannuation fund is to be regulated superannuation fund in accordance with the Superannuation Industry (Supervision) Act 1993.

Tax File Number

13 **Resolved unanimously that:**

- an application for a tax file number for the Fund be made.

Australian Business Number

14 **Resolved unanimously that:**

- an application for an Australian Business Number be made.

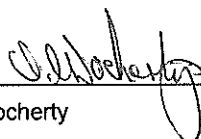
There being no further matters to discuss, the meeting was closed.

Signed as a true record of the meeting

Date: 06 April 2015

Chairperson:

Ian Currie Docherty



Docherty Superfund

Individual Trustee Declarations

I, Ian Currie Docherty make the following declarations:

- I have not been convicted of an offence against or arising out of a law of the Commonwealth, a State, a Territory or a foreign country, being an offence in respect of dishonest conduct.
- I have not had a civil penalty order made against me under the *Superannuation Industry (Supervision) Act 1993*.
- I am not an insolvent under administration.
- I have not been disqualified under section 120A of the *Superannuation Industry (Supervision) Act 1993*.

Date: 06 April 2015

Signed:



Ian Currie Docherty
Trustee



Consent to Appointment as Trustee

I consent to being appointed as trustee of the Docherty Superfund.

Date: 06 April 2015

Signed:



Ian Currie Docherty



Docherty Superfund

Individual Trustee Declarations

I, Eleanor Docherty make the following declarations:

- I have not been convicted of an offence against or arising out of a law of the Commonwealth, a State, a Territory or a foreign country, being an offence in respect of dishonest conduct.
- I have not had a civil penalty order made against me under the *Superannuation Industry (Supervision) Act 1993*.
- I am not an insolvent under administration.
- I have not been disqualified under section 120A of the *Superannuation Industry (Supervision) Act 1993*.

Date: 06 April 2015

Signed: _____
Eleanor Docherty
Trustee



Consent to Appointment as Trustee

I consent to being appointed as trustee of the Docherty Superfund.

Date: 06 April 2015

Signed: _____
Eleanor Docherty



Docherty Superfund

Product Disclosure Statement

Trustee name(s):	Ian Currie Docherty Eleanor Docherty
Member name(s):	Ian Currie Docherty Eleanor Docherty

Important information about the operation of your Self Managed Superannuation Fund is contained in the Product Disclosure Statement. The Product Disclosure Statement can be found at Schedule 1 of the enclosed Trust Deed in the section marked "Documents to be retained by you".

Docherty Superfund

Certificate of Compliance

To whom it may concern

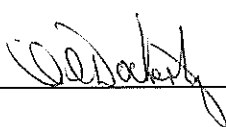
The Trustee(s) of the Fund certify/ies that the Fund:

- 1 Is a regulated superannuation fund under the *Superannuation Industry Supervision Act 1993 (SIS Act)*.
- 2 Is a complying superannuation fund within the meaning of section 42A of the SIS Act.
- 3 Is not subject to a direction under Section 63 of the SIS Act and is therefore able to accept employer contributions.
- 4 Is empowered by the Fund's trust deed to receive rolled over or transferred benefits and contributions from any source.
- 5 Has received consent to the rollover from the relevant member, as set out below, in accordance with r6.28(1)(b) of the *Superannuation Industry (Supervision) Regulations 1994*.

Date: 06 April 2015

Signed for and on behalf of the Trustee(s):

Signature of Trustee:



Name: Ian Currie Docherty



Signature of Trustee:

Name: Eleanor Docherty



Investment Strategy for Docherty Superfund

The SMSF Investment Strategy for the above named Fund is detailed below.

Overview

This Investment Strategy is created in compliance with the SIS Act. As part of this Investment Strategy the Trustees acknowledge that:

The Fund accepts employer and member contributions as the laws allow.

The Fund accepts transfers from other superannuation funds and from a spouse as the laws allow.

The Fund can invest in accordance with this Investment Strategy.

The Fund provides benefits to members upon retirement as the laws allow.

The Fund allows access to any unrestricted non-preserved benefits as the laws allow.

The Fund provides other activities as allowed by the laws and regulations from time to time.

Investment Objectives

The objective of the Fund is to maximise benefits for the purposes of providing Retirement Benefits to the Fund Members in accordance with the Trust Deed governing the Fund's operations. The Investment Objectives which have been considered by the Trustees of the Fund in formulating the Investment Strategy include:

The Trustee will act prudently to pursue the maximum rate of return possible, subject to acceptable risk and diversification parameters.

The Trustee will take into account the number of years to retirement of the Members when considering investment options.

The Trustee will establish a tolerance within the Fund to short term fluctuations in income and capital values given the profile of the Member's ages.

The Trustees will have proper regard to the risks associated with the investments given the Funds Objectives and cash flow requirements.

The Trustee will invest to ensure sufficient liquidity is retained within the Fund to meet benefit payments and other liabilities as they fall due.

The Trustees before investing in a particular asset will have proper regard to the balance between the risk and return, so as to maximize the rate of return on Member's entitlements subject to an appropriate level of risk.

Investment Review

The Investment Objectives of the Fund will be reviewed annually and at such other times as a significant event occurs which affects the Fund.

Investment Strategy

With regard to the investment objectives outlined above the Trustees have adopted to pursue an Investment Strategy aimed at accumulating over the long term some or all of the following asset classes:

ASX Listed Securities
ASX Listed and Exchange Traded Options
ASX Listed Warrants
International Listed Securities
Australian and International CFDs
Australian and International Managed Funds
Cash
Term Deposits
Bonds
Debentures
Other Cash Based Investments
Property Investment with or without borrowings
Physical Metals and Commodities
Foreign Exchange
Other Assets that the Trustee considers appropriate to the extent permitted by the Trust Deed and Super Laws.

Percentage Investment Range

The Trustees consider that no specific percentage range for each of the above asset classes should be adopted but that each asset class should be considered on its own investment merits having regard to an appropriate degree of diversification noting that diversification is only one factor to be considered in this strategy.

Single Asset Investment Strategy

A single asset strategy may be adopted by the Fund if the asset proposed to be invested in is considered by the Trustee to satisfy a core purpose of the Fund's Investment Objectives and provided that the Trustee is satisfied that no other benefit (excepting incidental benefits) is conferred upon members or associated parties.

Arms Length Basis

All investments by the Fund shall be on an arms length basis and will be acquired, maintained or disposed of on commercial terms at market rates of returns.

Maximising Member Returns

The Trustee considers that this Investment Strategy will fulfil the principal objective of maximising member returns having regard to risk and is consistent with the investment objectives of the Fund.

Limited Recourse Borrowings

The Trustee may borrow money under a limited recourse loan as provided for under sections 67A and 67B of the SIS Act. The Borrowings may be used for any permitted purpose including the purchasing, refinancing, repair and maintenance of an Acquirable Asset such as a Property.

Insurance

The Trustee notes that they cannot accept the transfer of an existing insurance policy from a member, or a relative of a member but may arrange new Insurance cover for members within the Fund.

Arranging insurance cover is an important part of the fund's investment strategy to provide benefits for members and their family. The Trustee has considered whether insurance, such as life insurance, income protection insurance and disability cover or other permissible cover should be held for one or more members. Arranging insurance cover will depend on the age, applicable premium and extent of cover appropriate and is subject to the availability of insurance in respect of a member. Whilst the trustee can generally claim a tax deduction for the insurance premium, excluding trauma cover, the trustee also takes into account the restricted tax deductibility of premiums for an "own occupation" definition for disability cover.

Paying Debts

The Trustee is obliged to pay tax, expenses and benefits on behalf of the Fund. The Trustee ensures that it holds sufficient cash (or readily realisable assets) to meet such obligations.

Personal Assets and Fund Assets to be kept separate

The Trustee must ensure that money and other assets of the Fund are kept separate from those held by the Trustee personally.

Revalue annually

When preparing the documents such as the statement of the Fund's financial position, the trustee must ensure that the Fund's assets are valued at their market value.

Review

The Trustees are to regularly review the Funds investment strategy and evidence this review in the minutes of trustee meetings held during the income year. The Trustees may review this strategy as required, but it will be reviewed at least annually.

.....
Ian Currie Docherty

.....
Eleanor Docherty





Self-managed super fund trustee declaration

I understand that as an individual trustee or director of the corporate trustee of

Fund name

Docherty Superfund

I am responsible for ensuring that the fund complies with the *Superannuation Industry (Supervision) Act 1993* (SISA) and other relevant legislation. The Commissioner of Taxation (the Commissioner) has the authority and responsibility for administering the legislation and enforcing the fund's compliance with the law.

I must keep myself informed of changes to the legislation relevant to the operation of my fund and ensure the trust deed is kept up to date in accordance with the law and the needs of the members.

If I do not comply with the legislation, the Commissioner may take the following actions:

- ☒ impose administrative penalties on me
- ☒ give me a written direction to rectify any contraventions or undertake a course of education
- ☒ enter into agreements with me to rectify any contraventions of the legislation
- ☒ disqualify me from being a trustee or director of a corporate trustee of any superannuation fund in the future
- ☒ remove the fund's complying status, which may result in significant adverse tax consequences for the fund
- ☒ prosecute me under the law, which may result in fines or imprisonment.

Sole purpose

I understand it is my responsibility to ensure the fund is only maintained for the purpose of providing benefits to the members upon their retirement (or attainment of a certain age) or their beneficiaries if a member dies. I understand that I should regularly evaluate whether the fund continues to be the appropriate vehicle to meet this purpose.

Trustee duties

I understand that by law I must at all times:

- ☒ act honestly in all matters concerning the fund
- ☒ exercise skill, care and diligence in managing the fund
- ☒ act in the best interests of all the members of the fund
- ☒ ensure that members only access their super benefits if they have met a legitimate condition of release
- ☒ refrain from entering into transactions that circumvent restrictions on the payment of benefits
- ☒ ensure that my money and other assets are kept separate from the money and other assets of the fund
- ☒ take appropriate action to protect the fund's assets (for example, have sufficient evidence of the ownership of fund assets)
- ☒ refrain from entering into any contract or do anything that would prevent me from, or hinder me in, properly performing or exercising my functions or powers as a trustee or director of the corporate trustee of the fund
- ☒ allow all members of the fund to have access to information and documents as required, including details about
 - the financial situation of the fund
 - the investments of the fund
 - the members' benefit entitlements.

I also understand that by law I must prepare, implement and regularly review an investment strategy having regard to all the circumstances of the fund, which include, but are not limited to:

- ☒ the risks associated with the fund's investments
- ☒ the likely return from investments, taking into account the fund's objectives and expected cash flow requirements
- ☒ investment diversity and the fund's exposure to risk due to inadequate diversification
- ☒ the liquidity of the fund's investments having regard to the fund's expected cash flow requirements in discharging its existing and prospective liabilities (including benefit payments)
- ☒ whether the trustees of the fund should hold insurance cover for one or more members of the fund.

Accepting contributions and paying benefits

I understand that I can only accept contributions and pay benefits (income streams or lump sums) to members or their beneficiaries when the conditions specified in the law and the fund trust deed have been met.

Investment restrictions

I understand that, as a trustee or director of the corporate trustee of the fund, subject to certain limited exceptions specified in the law, I am prohibited from:

- ☒ lending money of the fund to, or providing financial assistance to, a member of the fund or a member's relative (financial assistance means any assistance that improves the financial position of a person directly or indirectly, including the provision of credit)

- ☒ acquiring assets (other than business real property, listed securities, certain in-house assets and acquisitions made under mergers allowed by special determinations or acquisitions as a result of a breakdown of a relationship) for the fund from members or other related parties of the fund
- ☒ borrowing money (or maintaining an existing borrowing) on behalf of the fund except in certain limited circumstances (while limited recourse borrowing arrangements are permitted, they can be complex and particular conditions must be met to ensure that legal requirements are not breached)
- ☒ having more than 5% of the market value of the fund's total assets at the end of the income year as in-house assets (these are loans to, or investments in, related parties of the fund – including trusts – or assets subject to a lease or lease arrangement between the trustee and a member, relative or other related party)
- ☒ entering into investments that are not made or maintained on an arm's length (commercial) basis (this ensures the purchase or sale price of the fund's assets and any earnings from those assets reflects their market value).

Administration

I understand that the trustees of the fund must:

- ☒ keep and retain for at least 10 years
 - minutes of all trustee meetings at which matters affecting the fund were considered (this includes investment decisions and decisions to appoint members and trustees)
 - records of all changes of trustees, including directors of the corporate trustee
 - each trustee's consent to be appointed as a trustee of the fund or a director of the corporate trustee
 - all trustee declarations
 - copies of all reports given to members
- ☒ ensure that the following are prepared and retained for at least five years
 - an annual statement of the financial position of the fund
 - an annual operating statement
 - copies of all annual returns lodged
 - accounts and statements that accurately record and explain the transactions and financial position of the fund
- ☒ appoint an approved SMSF auditor each year, no later than 45 days before the due date for lodgment of the fund's annual return and provide documents to the auditor as requested
- ☒ lodge the fund's annual return, completed in its entirety, by the due date
- ☒ notify the ATO within 28 days of any changes to the
 - membership of the fund, or trustees or directors of the corporate trustee
 - name of the fund
 - contact person and their contact details
 - postal address, registered address or address for service of notices for the fund
- ☒ notify the ATO in writing within 28 days if the fund becomes an Australian Prudential Regulation Authority (APRA) regulated fund.

DECLARATION

By signing this declaration I acknowledge that I understand my duties and responsibilities as a trustee or director of the corporate trustee of the self-managed superannuation fund named on this declaration (or if the fund's name changes, that name). I understand that:

- ☒ *I must ensure this document is retained for at least 10 years or while I remain a trustee or director of the corporate trustee (whichever is longer) and, if I fail to do this, penalties may apply.*
- ☒ *I may have to make this document available for inspection by a member of staff of the ATO and, if I fail to do this, penalties may apply.*
- ☒ *I do not have access to the government's financial assistance program that is available to trustees of APRA regulated funds in the case of financial loss due to fraudulent conduct or theft.*

Trustee's or director's name

Ian Currie Docherty

Trustee's or director's signature

Ian Currie Docherty

Date
 Day: 14 / Month: 04 / Year: 2015



Witness' name (witness must be 18 years old or over)

Dennis Wood

Witness' signature

Dennis Wood

Date
 Day: 14 / Month: 04 / Year: 2015





Self-managed super fund trustee declaration

I understand that as an individual trustee or director of the corporate trustee of

Fund name

Docherty Superfund

I am responsible for ensuring that the fund complies with the *Superannuation Industry (Supervision) Act 1993* (SISA) and other relevant legislation. The Commissioner of Taxation (the Commissioner) has the authority and responsibility for administering the legislation and enforcing the fund's compliance with the law.

I must keep myself informed of changes to the legislation relevant to the operation of my fund and ensure the trust deed is kept up to date in accordance with the law and the needs of the members.

If I do not comply with the legislation, the Commissioner may take the following actions:

- ☒ impose administrative penalties on me
- ☒ give me a written direction to rectify any contraventions or undertake a course of education
- ☒ enter into agreements with me to rectify any contraventions of the legislation
- ☒ disqualify me from being a trustee or director of a corporate trustee of any superannuation fund in the future
- ☒ remove the fund's complying status, which may result in significant adverse tax consequences for the fund
- ☒ prosecute me under the law, which may result in fines or imprisonment.

Sole purpose

I understand it is my responsibility to ensure the fund is only maintained for the purpose of providing benefits to the members upon their retirement (or attainment of a certain age) or their beneficiaries if a member dies. I understand that I should regularly evaluate whether the fund continues to be the appropriate vehicle to meet this purpose.

Trustee duties

I understand that by law I must at all times:

- ☒ act honestly in all matters concerning the fund
- ☒ exercise skill, care and diligence in managing the fund
- ☒ act in the best interests of all the members of the fund
- ☒ ensure that members only access their super benefits if they have met a legitimate condition of release
- ☒ refrain from entering into transactions that circumvent restrictions on the payment of benefits
- ☒ ensure that my money and other assets are kept separate from the money and other assets of the fund
- ☒ take appropriate action to protect the fund's assets (for example, have sufficient evidence of the ownership of fund assets)
- ☒ refrain from entering into any contract or do anything that would prevent me from, or hinder me in, properly performing or exercising my functions or powers as a trustee or director of the corporate trustee of the fund
- ☒ allow all members of the fund to have access to information and documents as required, including details about
 - the financial situation of the fund
 - the investments of the fund
 - the members' benefit entitlements.

I also understand that by law I must prepare, implement and regularly review an investment strategy having regard to all the circumstances of the fund, which include, but are not limited to:

- ☒ the risks associated with the fund's investments
- ☒ the likely return from investments, taking into account the fund's objectives and expected cash flow requirements
- ☒ investment diversity and the fund's exposure to risk due to inadequate diversification
- ☒ the liquidity of the fund's investments having regard to the fund's expected cash flow requirements in discharging its existing and prospective liabilities (including benefit payments)
- ☒ whether the trustees of the fund should hold insurance cover for one or more members of the fund.

Accepting contributions and paying benefits

I understand that I can only accept contributions and pay benefits (income streams or lump sums) to members or their beneficiaries when the conditions specified in the law and the fund trust deed have been met.

Investment restrictions

I understand that, as a trustee or director of the corporate trustee of the fund, subject to certain limited exceptions specified in the law, I am prohibited from:

- ☒ lending money of the fund to, or providing financial assistance to, a member of the fund or a member's relative (financial assistance means any assistance that improves the financial position of a person directly or indirectly, including the provision of credit)

- ☒ acquiring assets (other than business real property, listed securities, certain in-house assets and acquisitions made under mergers allowed by special determinations or acquisitions as a result of a breakdown of a relationship) for the fund from members or other related parties of the fund
- ☒ borrowing money (or maintaining an existing borrowing) on behalf of the fund except in certain limited circumstances (while limited recourse borrowing arrangements are permitted, they can be complex and particular conditions must be met to ensure that legal requirements are not breached)
- ☒ having more than 5% of the market value of the fund's total assets at the end of the income year as in-house assets (these are loans to, or investments in, related parties of the fund – including trusts – or assets subject to a lease or lease arrangement between the trustee and a member, relative or other related party)
- ☒ entering into investments that are not made or maintained on an arm's length (commercial) basis (this ensures the purchase or sale price of the fund's assets and any earnings from those assets reflects their market value).

Administration

I understand that the trustees of the fund must:

- ☒ keep and retain for at least 10 years
 - minutes of all trustee meetings at which matters affecting the fund were considered (this includes investment decisions and decisions to appoint members and trustees)
 - records of all changes of trustees, including directors of the corporate trustee
 - each trustee's consent to be appointed as a trustee of the fund or a director of the corporate trustee
 - all trustee declarations
 - copies of all reports given to members
- ☒ ensure that the following are prepared and retained for at least five years
 - an annual statement of the financial position of the fund
 - an annual operating statement
 - copies of all annual returns lodged
 - accounts and statements that accurately record and explain the transactions and financial position of the fund
- ☒ appoint an approved SMSF auditor each year, no later than 45 days before the due date for lodgment of the fund's annual return and provide documents to the auditor as requested
- ☒ lodge the fund's annual return, completed in its entirety, by the due date
- ☒ notify the ATO within 28 days of any changes to the
 - membership of the fund, or trustees or directors of the corporate trustee
 - name of the fund
 - contact person and their contact details
 - postal address, registered address or address for service of notices for the fund
- ☒ notify the ATO in writing within 28 days if the fund becomes an Australian Prudential Regulation Authority (APRA) regulated fund.

DECLARATION

By signing this declaration I acknowledge that I understand my duties and responsibilities as a trustee or director of the corporate trustee of the self-managed superannuation fund named on this declaration (or if the fund's name changes, that name). I understand that:

- ☒ *I must ensure this document is retained for at least 10 years or while I remain a trustee or director of the corporate trustee (whichever is longer) and, if I fail to do this, penalties may apply.*
- ☒ *I may have to make this document available for inspection by a member of staff of the ATO and, if I fail to do this, penalties may apply.*
- ☒ *I do not have access to the government's financial assistance program that is available to trustees of APRA regulated funds in the case of financial loss due to fraudulent conduct or theft.*

Trustee's or director's name

Eleanor Docherty

Trustee's or director's signature

E. Docherty

Date
 Day: 14 / Month: 04 / Year: 2015



Witness' name (witness must be 18 years old or over)

Dennis Wood

Witness' signature

Dennis Wood

Date
 Day: 14 / Month: 04 / Year: 2015

